

SHORT PLAT INFORMATION

A Short Subdivision (or Short Plat) is the division of property into four (4) or fewer lots. The purpose of the City review is to ensure that adopted subdivision and zoning standards are met, and to provide for a permanent record of the creation of new lots in coordination with the King County Assessor.

Platting of land requires a survey by a licensed land surveyor who must stake the proposed corners and create legal descriptions for the new lots as well as a specific description of the proposed use. A scale drawing of the proposed division proposal must be presented with this application.

CRITERIA

The City will administratively review the application based on the decision criteria below and issue an administrative decision based on findings of fact. The criteria are:

- Create legal building sites with respect to zoning and health regulations;
- Establish access to a public road for each segregated parcel;
- Make adequate provision for drainageways, streets, alleys, other public ways, water supplies and sanitary wastes as deemed necessary;
- Comply with Design Standards for the Subdivision of Land;
- Actions by the applicant to get a short subdivision shall not result in the inability to derive reasonable economic use of the property or create an undevelopable lot unless that lot is to be dedicated for exclusive use as open space or other common tract.

PROCEDURE

All Applicants must schedule a Pre-Application meeting prior to submitting a Short Plat Application. The Review Committee meets every Thursday afternoon to conduct pre-application meetings. Two time slots are available for pre-application meetings on a first-come first-serve basis, 2:30 p.m. and 3:30 p.m. The meetings are scheduled for one hour. The pre-application and submittal requirements must be presented to the Permit Services Division ten days prior to the meeting (5:00 p.m. deadline).

After a successful pre-application meeting, Applicants are permitted to submit a formal Short Plat Application. Within 28 days of receiving your application, City staff will determine if it is complete. If the application is deemed complete, the City will notify the applicant in writing along with instructions for public noticing. If not, the applicant will be contacted by mail outlining what additional information is needed.

A final decision will be issued within 60 working days. If this is a residential short plat and contains wetlands, streams or their buffers, additional time for SEPA environmental review may be required.

Applicant must file for Final Plat Approval within 60 months of receiving Preliminary Plat Approval or the preliminary approval will become null and void. An approved Final Plat **MUST** be recorded with King County, and a copy returned to the City, within 30 days or the approval will become null and void. The City's decision shall be final unless appealed to the Hearing Examiner.



CITY OF COVINGTON
Community Development Department
16720 SE 271st Street • Suite 100 • Covington, WA 98042
Phone: (253) 480-2400 • Fax: (253) 480-2401
www.covingtonwa.gov

SHORT PLAT APPLICATION

STAFF USE ONLY	Project Number: _____ Application Date: _____
FOR STAFF USE ONLY	
Planner:	File Number:
Receipt Number:	Project File #:
<input type="checkbox"/> Application Complete (Date: _____)	SEPA File #:
<input type="checkbox"/> Application Incomplete (Date: _____)	Other File #:
NAME OF PROJECT/DEVELOPMENT: _____	
SPECIFY THE LAND USE: _____	
LOCATION OF PROJECT/DEVELOPMENT: <i>Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area.</i>	
ADDRESS: _____	
ASSESSOR'S PARCEL NUMBER(S): _____	
LEGAL DESCRIPTION(S): _____	
Quarter _____ Section _____ Township _____ Range _____ <i>(This information is on your tax statement.)</i>	
PROPERTY OWNER <input type="checkbox"/> Applicant	
<i>Legal owner as indicated on Property Owner Declaration. Attach a list of any additional property owners with the following information.</i>	
Name: _____	
Address: _____	
City/State/Zip: _____	
Phone: _____ Fax: _____	
E-mail Address: _____	
Signature: _____	



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PROPERTY OWNER DECLARATION

STAFF USE ONLY

Project Number: _____ Application Date: _____

I/We make the following statements based upon personal knowledge:

1. I am/We are the current owner(s) of the following parcel number(s) that is/are the subject of this application, including all rights-of-way, easements, or other property ownerships which are necessary to fulfill the requirements of the application: _____
2. All statements contained in the application are true and correct to the best of my/our knowledge.
3. The application is being submitted with my/our knowledge and consent.

I/We declare under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

Signed this _____ day of _____, 20____, at _____, _____
City State

Signature

Print Name

Address

Phone Number

Signature

Print Name

Address

Phone Number

State of Washington }
County of King } ss.

I certify that I know or have seen satisfactory evidence that _____ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: _____

Signature: _____

Printed Name: _____

Notary Public in and for the State of Washington

My appointment expires: _____

(Notary Seal or Stamp)

State of Washington }
County of King } ss.

I certify that I know or have seen satisfactory evidence that _____ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: _____

Signature: _____

Printed Name: _____

Notary Public in and for the State of Washington

My appointment expires: _____

(Notary Seal or Stamp)

Use additional pages as needed for all property owner signatures.

SHORT PLAT INFORMATION

STAFF USE ONLY	Project Number: _____ Application Date: _____			
PARCELS	A	B	C	D
ZONING DISTRICT				
EXISTING USE				
PROPOSED USE				
PROPOSED LOT SIZE				
DATE OF LAST SHORT/FORMAL PLAT:				

PLEASE DISCUSS HOW THE PROPOSED ACTION SATISFIES THE SHORT PLAT COMMITTEE DECISION CRITERIA (BELOW):

Create legal building sites with respect to zoning and health regulations;

Establish access to a public road for each segregated parcel;

If adjacent to another municipality or King County, take into consideration the subdivision standards of that jurisdiction, as well as the requirements of this code;

Make adequate provision for drainageways, streets, alleys, easements, critical areas, other public ways, water supplies and sanitary wastes as deemed necessary;

Comply with Design Standards for the Subdivision of Land;

Actions by the applicant to get a short subdivision shall not result in the inability to derive reasonable economic use of the property or create an undevelopable lot unless that lot is to be dedicated for exclusive use as open space or other common tract.



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SHORT PLAT SIGNATURES

DECLARATION:

Know all men by these presents that we, the undersigned, owner(s) in fee simple of the land herein described do hereby make a short subdivision thereof pursuant to RCW 58.17.060 and acknowledge that said subdivision shall not be divided further in any manner within a period of five years from date of record, without the filing of a final plat. The undersigned further declares this short plat to be the graphic representation of said short subdivision and the same is made with the free consent and in accordance with the desire of the owner(s).

In witness whereof we have set our hands and seals.

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

STATE OF WASHINGTON
County of King

On this day personally appeared before me _____ to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledges that ___ signed the same as ___ free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, 20____.

Signature: _____

Name as commissioned: _____

Title: _____

My appointment expires: _____

STATE OF WASHINGTON
County of King

On this day personally appeared before me _____ to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledges that ___ signed the same as ___ free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, 20____.

Signature: _____

Name as commissioned: _____

Title: _____

My appointment expires: _____

Short Plat Number _____

SHORT PLAT APPLICATION CHECKLIST

STAFF USE ONLY

Project Number: _____ Application Date: _____

The materials listed below must be submitted with your application unless specifically waived in writing by the Permit Services Division. Please contact the Permit Services Division if you feel certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete.

The initial application materials allow starting project review and vesting the applicant's rights. However, they in no way limit the City's ability to require additional information as needed to establish consistency with development standards.

The Permit Services Division is available to answer questions about application materials at 253-480-2400.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

APPLICATION FORMS:

- ☐ Application fee (per current Fee Resolution)
- ☐ Application and Checklist (1 copy)
- ☐ Water and Sewer Certificates. County Health Department approval if on septic
- ☐ Certificate of Transportation Concurrence
- ☐ A complete SEPA Checklist Application if project is not categorically exempt
- ☐ New Development Fact Sheet
- ☐ Other applicable land use applications _____

PLANS: (12 sets of 24 x 36, one set of 11 x 17, one set of 8 ½ x 11, 1 set in 200 scale)

- ☐ A vicinity map showing location of the site
- ☐ 1 CD with plat on Auto Cad
- ☐ Survey Map with original surveyor's stamp (12 copies)
 The preliminary survey map should be a scaled drawing on paper no smaller than 8 ½" by 14", and should include the following elements:
 - Existing lot lines (dashed lines), including:
 - Dimensions and bearings of all existing lot lines and identification of existing property corners.
 - Existing structures with addresses
 - Existing lot numbers or letters (e.g. Lot A or Lot 1)
 - Proposed lot lines (solid lines), including:
 - Dimensions and bearings of all proposed lot lines and identification of proposed property corners
 - Proposed lot numbers or letters (e.g. Lot A or Lot 1)
 - Total lot or parcel sizes in square feet



SHORT PLAT APPLICATION CHECKLIST

STAFF USE ONLY	Project Number: _____ Application Date: _____
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- ☐ Dimensions of existing and proposed utilities. Utility information to also include:
 - Location and size for sewer systems or location of drain field and septic systems.
 - For drainage systems show how water is to be retained on site or detained/conveyed off-site (wet ponds/detention facilities/percolation pits, swales and pipes)
 - Invert elevation of pipe(s) at proposed connection point(s) to downstream facilities
- ☐ Existing and proposed utilities easements. Clearly identify what is proposed and what is existing. Provide documentation of existing easements.
- ☐ Width and names of existing adjacent public rights-of-way.
- ☐ Existing and proposed access roads access driveways, planting strips, including locations, grades (slope), widths and lengths. Also include turnarounds or hammerheads (where necessary) serving the subdivision. Clearly identify what is proposed and what is existing. Provide documentation for existing easements.
- ☐ Location of nearest fire hydrants (with water district identification numbers shown), distance to property and any proposed hydrants or sprinkling needed for adequate fire protection.
- ☐ Existing trees over 4" in diameter by species.

OTHER REQUIREMENTS:

- ☐ Legal Descriptions (*for all existing and proposed lots*) with original surveyors stamp.
- ☐ Affidavit of Ownership
- ☐ Title report dated within 30 days
- ☐ Level 1 Drainage Analysis.
- ☐ Copy of maintenance agreement for common utilities and access (*if privately owned*).
- ☐ Topographical plan showing existing and proposed contours at 2' intervals for sensitive areas and their buffers
- ☐ Any sensitive area studies required.
- ☐ Proof that the original lot(s) are recognized as separate lots pursuant to the provisions of RCW Ch.58.17.
- ☐ A list of any existing environmental documents known to the applicant that evaluate any aspect of the proposed project.
- ☐ A tree clearing plan, if required.
- ☐ Traffic count/study if deemed necessary.
- ☐ Wetland Delineation by Wetland Biologist.
- ☐ One set of Assessor's Map with:
 - Project site outlined in red.
 - All properties within 500' feet outlined in yellow.
- ☐ Installation of the Public Notice Board (see attached Public Notice Forms)
- ☐ Four (4) sets of mailing labels in 3-column format for all *property owners* and *tenants* (residents or businesses) within 500 feet of the subject property, (1) paper copy and (1) electronic copy. (Note: Each unit in multiple-family buildings—e.g. apartments, condos, and trailer parks—must be included.)